



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

DEPUTY PUBLIC DEFENDER IV
DEPUTY PUBLIC DEFENDER V

Class No. 003913
Class No. 003914

■ CLASSIFICATION PURPOSE

To prepare a variety of difficult and complex cases before Superior and Appellate courts; to train and advise staff attorneys with respect to changes in legal concepts, trial procedures and techniques; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Deputy Public Defenders are attorneys that provide legal services to clients entitled to a public defender. All positions in this series are allocated only to the Office of the Public Defender.

Deputy Public Defender IV

Positions in this class prepare and defend the most difficult, felony cases involving characteristics such as multiple defendants, serious charges such as homicide, rape, aggravated assault, complex or unique legal issues, and represents children in complex dependency matters. Positions in this class may supervise, or assist in the supervision of, attorneys and support staff.

Deputy Public Defender V

This class is the highest level of defense attorneys in the Classified Service and is distinguished from the next lower level, Deputy Public Defender IV, by its supervisory and administrative responsibilities.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Deputy Public Defender IV:

Essential Functions:

1. Prepares and defends difficult and complex court and jury cases in Superior Court.
2. Reviews evidence, interrogates witnesses, and investigates crime scenes.
3. Instructs investigators in obtaining evidence in defense cases.
4. Prepares defense briefs.
5. Checks questions of law.
6. Anticipates legal reasoning of prosecuting attorneys.
7. Argues points of law.
8. Makes final arguments and summations in defense cases.
9. Gives advice to less experienced attorneys in matters pertaining to complex legal issues, policies, or tactics.
10. Performs legal research in related fields such as psychiatry, criminalistics, sentencing, and constitutional law.
11. Negotiates settlement of cases with prosecuting attorneys prior to or during trials.
12. Represents children in complex dependency matters.
13. Supervises and assigns work to deputies of a functional section of the Office of the Public Defender.

14. Discusses cases and related problems with subordinates.
15. Suggests methods of approach and advises on policies, tactics, and techniques.
16. Reviews case preparation prior to court appearances.
17. Evaluates the performance of staff.
18. Provides supervision and training to new attorneys.
19. Confers with judges, probation officers, social workers, and prosecuting attorneys, regarding court cases and policy.
20. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

Deputy Public Defender V

Essential Functions:

All the duties listed above and

1. Provides general supervision to a legal division and directs the work of several senior deputies.
2. Gives final approval to issuance of motions or writs.
3. Assigns cases for trial or other court hearings and authorizes dispositions of cases.
4. Advises and recommends development and implementation of policies for the department.
5. When requested, represents the Office before civic groups regarding functions of the Office of the Public Defender.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to both classes:

- Rules of evidence and conduct of court proceedings.
- Criminal law and procedures in California.
- The duties, powers, limitations, and responsibilities of the Public Defender.
- Constitutional and criminal law or juvenile dependency law.
- Superior Court policies and procedures.
- Federal criminal case and statutory law.
- County of San Diego's Administrative Code.
- Principles and practices of supervision and training.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

Skills and Abilities to:

The following apply to both classes:

- Analyze legal problems and apply legal principles and practices.
- Perform legal research.
- Present statements of facts, law, and arguments clearly and logically, in written and oral form.
- Prepare and organize cases.
- Advocate criminal cases in jury trials.
- Work cooperatively with others.
- Try difficult criminal cases.
- Advocate on the behalf of children in dependency matters.
- Interpret and explain policies and laws to both professional and lay people.
- Supervise the work of a group of attorneys and support staff.
- Present and convincingly argue points of law in support of the defendant's case before courts and juries.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Deputy Public Defender V (in addition to the above):

- Administer the work of a group of attorneys and support staff.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Deputy Public Defender IV:

1. Two (2) years of experience as a Deputy Public Defender III with the County of San Diego Public Defender's Office; OR
2. Two (2) years of experience as an attorney equivalent to a Deputy Public Defender III with the County of San Diego; OR
3. Five (5) years of experience as an attorney handling serious felony cases, juvenile dependency cases, and jury trials as the defense attorney of record.

Deputy Public Defender V:

1. Two (2) or more years of experience as a Deputy Public Defender IV with the County of San Diego; OR
2. Two (2) years of experience as an attorney equivalent to a Deputy Public Defender IV with the County of San Diego; OR
3. Five (5) years experience handling serious felony cases, juvenile dependency cases, and jury trials as the defense attorney of record, with at least one (1) year of experience supervising felony attorneys in a public or quasi-public criminal law agency.

Note: Positions in the Public Defender's Office require qualifying experience to be in either the criminal or dependency area. Experience in the two areas may not be combined to fulfill the minimum experience requirement.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Active membership in good standing with the State Bar of California.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: November 3, 1983

Revised: October 19, 2001

Reviewed: Spring 2004

Deputy Public Defender IV (Class No. 003913)
Deputy Public Defender V (Class No. 003914)

Union Code: PM
Union Code: PM

Variable Entry: Y
Variable Entry: Y